

Buffalo County Minutes

Committee/Board: Finance Committee

Date of Meeting: Wednesday, May 15, 2019

Electronic and Hard Copy Filing Date: Wednesday, May 15, 2019

Mr. Don Hillert called the meeting to order at 1:00 p.m.

Board Members Present: Mr. Donald Hillert, Mr. David Danzinger, Ms. Mary Anne McMillan Urell, Ms. Nettie Rosenow, and Mr. Larry Grisen.

Others Present for All or Parts of the Meeting: Ms. Roxann Halverson, Ms. Sonya Hansen, Mr. Jason Poser, Ms. Jennifer Tepovich, and Ms. Tina Anibas.

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding Minutes of the Previous Meeting(s): Mr. Grisen made a motion to approve the regular meeting minutes, seconded by Ms. Rosenow. Carried.

Review/Discussion/Action regarding Bonding Process Update: Ms. Hansen explained the Highway Committee took a tour of the roads and adjusted the list of projects for the year based on conditions observed on that tour. There are also some bridges that need to be repaired or replaced. Original estimate of costs was \$1.4 million and the updated projection is \$1.1 million. The money will be needed in August, therefore a resolution will need to go to June County Board. Letters will be sent to local banks and a few located outside of Buffalo County to bid on the loan. The next item to consider would be if the money will be taken in one lump sum or if it will be taken as draws.

Review/Discussion regarding the Remonumentation Project Update: A letter from the Town of Maxville and Canton was received regarding remonumentation, but a response was never sent. Mr. Danzinger feels a response to their proposal needs to be sent to them. A discussion was held on how to use grant funds the county receives, how to get repaid for the work done from the towns and in what timeframe the repayment needs to happen in, and the legality of loaning money. A discussion was also held on the RFP process. Mr. Grisen made a motion to have Ms. Hansen respond to the Town of Maxville and Canton explaining the RFP and how remonumentation was handled in the past, seconded by Ms. McMillan Urell. Carried. This would be considered phase one. Mr. Grisen made a motion to approve phase two that would involve drafting the RFP and submitting to the Land Information Committee for approval, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding the Readdressing Project Update: Mr. Poser and Ms. Tepovich discussed the progress that has been made regarding the readdressing project. Phase one of reviewing the address has been completed. Lange

is now working on producing the signs. Phase 2 will be working with the towns on problem addresses. Lange will start installing the signs in June. They will handle working with the towns and Diggers Hotline on this project. A discussion was held with issuing an address number when the driveway is in one municipality and the structure is in another. This causes issues with voter registration and towns are questioning why they should pay for the sign when the structure is not in their town. Mr. Poser explained this is the way Buffalo County set it up and is easier for emergency services to find the location.

Review/Discussion/Action regarding the 2020 Budget Planning and Meeting

Dates: Ms. Hansen explained the budget sheets will be distributed in June with departments presenting to their home committee in July. Finance needs to review budgets in August. The budget meetings will be held August 7th and 8th at 9:00 a.m. and August 9th at 10:30 a.m.

Review/Discussion/Action regarding Monthly Vendor Invoices/ Vouchers/

Employee Payroll/Funds Investment Report: The copy machine bill, snowmobile bills, sand bag bills, and a computer purchase bill were all reviewed. Ms. McMillan Urell made a motion to approve invoices, seconded by Mr. Grisen. Carried.

Administrative Coordinator Report: Ms. Hansen gave her report.

- Property damage was minimal with all the snow plowing. There were only two claims.
- Mississippi River Parkway Commission requested \$3,000 for this year's donation, but only \$2,000 was budgeted. A request for the increase was sent, but no answer as of yet.
- Ms. Janet LaDuke will start Monday, May 20th as the new Administrative Assistant in the Administration Office. HR approved the starting wage at step 4.
- County Board members will be given the chance to sign up for Alert Sense. The plan is to add citizens with outreach being done at the Fair this year.
- The USDA lease agreement proposal was received. There is a large amount of paperwork to complete for the agreement. The proposal includes 19 parking spaces, a 10-year contract, and 3,215 square feet of office space. What we can offer will be submitted and wait to see if they accept.

The next meeting date will be June 19th at 1:00 p.m.

Public Comments: None.

Mr. Hillert adjourned the meeting at 2:45 p.m.

Respectfully Submitted,

Roxann Halverson
County Clerk